



REVISED

EXECUTIVE COMMITTEE MEETING NOTICE/AGENDA

Posted at www.scdd.ca.gov

DATE: September 5, 2012

TIME: 1:30-3:30 pm

LOCATION: **DoubleTree Hotel**
Garden Room
2001 Point West Way
Sacramento, CA 95815
(916) 929-8855

Pursuant to Government code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact Robin Maitino at (916) 322-8481 or email robin.maitino@scdd.ca.gov. Requests must be received by 5:00 pm August 31, 2012.

**Denotes action item*

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|-----------------------------------|-----------|
| 1. CALL TO ORDER | L. Cooley |
| 2. ESTABLISHMENT OF QUORUM | L. Cooley |
| 3. WELCOME/INTRODUCTIONS | L. Cooley |

***4. APPROVAL OF AUGUST 2012 MINUTES** L. Cooley 3

5. PUBLIC COMMENTS

*This item is for members of the public only to provide an opportunity to comments and/or present Information to the Council on matters **not** on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Council will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.*

***6. CLOSED SESSION- EXECUTIVE DIRECTOR EVALUATION** L. Shipp 6

Pursuant to Government Code Section 11126(a)(1), (2), the Committee will hold a closed session under the personnel exception of the Bagley-Keene Open Meeting Act to consider the evaluation of performance, dismissal or to hear complaints brought against a public employee (Executive Director) by another person.

7. RECONVENE IN OPEN SESSION L. Shipp

Pursuant to Government Code Section 11126.3 (f) there will be an announcement of any action(s) taken during closed session.

8. ADJOURNMENT L. Cooley

For additional information regarding this agenda, please contact Robin Maitino,
1507 21st Street, Suite 210, Sacramento, CA 95811, (916) 322-8481

Draft
Executive Committee Meeting Minutes
August 14, 2012

Attending Members

Jennifer Allen
Ray Ceragioli
Lisa Cooley
Leroy Shipp

Members Absent

Olivia Raynor

Others Attending

Carol Risley
Melissa Corral
Michael Danti
Robin Maitino
Margaret Shipp

1. Call to Order

Lisa Cooley called the meeting to order at 10:01 a.m. and established a quorum present.

2. Welcome and Introductions

Members and others introduced themselves.

3. Approval of April 10, 2012 Minutes

It was moved/seconded (Ceragioli/Allen) and carried to approve the April 10, 2012, Executive Committee meeting minutes as presented.

4. Public Comments

There were no public comments.

5. Slate for Nominating Committee

Leroy Shipp submitted the following slate of names for consideration by the Council to serve on the Nominating Committee:

- Jorge Aguilar
- Jennifer Allen
- Daniel Boomer
- Ray Ceragioli
- Leroy Shipp

It was moved/seconded (Shipp/Ceragioli) and carried to recommend the above names to the Council at the September 12, 2012 Council meeting.

6. **Financial Update**

Michael Danti presented the financial statement for the period of July 1, 2011 thru June 30, 2012, noting a successful close of the fiscal year. There were some slight overages in the personal services column due to the elevated experience modifications in workers' compensation insurance which resulted in a penalty. At the request of Ray Ceragioli, Michael will be researching what the maximum penalty could be.

7. **Grant Cycle 35**

Lisa Cooley provided an update on the 2013 Grant Cycle, stating that 34 grant applications were received. Of which, 33 applications were accepted and one (1) application was returned because it was received after the deadline of 5 p.m. on July 27, 2012.

8. **Executive Director Evaluation**

Leroy requested that a reminder be sent out to Council members to get their evaluations turned into him by August 30, 2012.

9. **Facilitation Support Report**

Carol Risley presented the Facilitation Support and Training Services report that was submitted by the Board Resource Center on July 15, 2012. The report outlined successful outcomes in the areas of support for the Employment First Committee, the Self-Advocates Advisory Committee, and the Statewide Self-Advocacy Network. The report also outlined successful outcomes with the Regional Network Team Meetings that took place May-June 2012 and in media and technology.

10. **September Council Meeting Agenda**

Leroy Shipp set an Executive Committee meeting for September 5, 2012 and instructed staff to issue a draft agenda to all executive committee members by August 21, 2012. The final agenda is required to be issued by August 24, 2012 in order to meet the requirements of the Bagley-Keene Act. The agenda will include a closed session on the evaluation of the executive director.

Leroy Shipp appointed Jorge Aguilar to the Executive Committee. Leroy will call and inform Jorge of this appointment.

Leroy Shipp instructed staff to place the executive director evaluation in closed session on the September 12, 2012 Council agenda and a draft agenda to be issued by August 28, 2012 to Leroy Shipp. In accordance with Bagley-Keene, the final agenda must be issued by August 31, 2012.

Other items to be on the September agenda include:

- Election of the nominating committee
- Approval of the Employment First Annual Report
- Approval of the Cycle 35 Grant(s)
- Under the SAAC Report- action by the Council on supporting the Convention on the Rights of Persons with Disabilities
- Ray requested that DDS provide information on the events at Sonoma Developmental Center and how such events could be avoided in the future; and what the process is for similar situations in the community.

11. **Adjournment**

The meeting was adjourned at 11:15 a.m.

AGENDA ITEM DETAIL SHEET

ISSUE: EXECUTIVE DIRECTOR EVALUATION

BACKGROUND: In accordance with federal law, (42 USC 15025(c)(9)), the California State Council on Developmental Disabilities (Council) shall supervise the Council Executive Director and shall evaluate their performance on an annual basis.

ANALYSIS/DISCUSSION: On July 30, 2012, the Executive Director evaluation was sent to all Council members and applicable staff to complete and return to the Council Chairperson, Mr. Leroy Shipp, by August 30, 2012.

The Council's Executive Committee is charged with the responsibility of making recommendations to the Council regarding the evaluation of the executive director (Bylaws – Article IX, Sections 2(e)(1)(I)).

COUNCIL STRATEGIC PLAN OBJECTIVE: None

PRIOR COUNCIL ACTIVITY: The current Executive Director, Ms. Carol J. Risley, was appointed by the Council on July 20, 2010 and began employment on September 1, 2010. Her performance was evaluated on September 21, 2011 during the regular Council meeting.

RECOMMENDATION(S): Review all evaluations submitted and make recommendation to Council for the September 12, 2012 meeting. NOTE: all discussions regarding salary must occur in open session.

ATTACHMENTS(S): 2012 Executive Director Evaluation.

PREPARED: Melissa C. Corral, August 17, 2012



STATE COUNCIL ON DEVELOPMENTAL DISABILITIES EXECUTIVE DIRECTOR EVALUATION 2012

I. PROCESS

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (federal DD act), requires that the Executive Director of the Council be evaluated on an annual basis.

The process for evaluating the Executive Director is:

1. The Chairperson of the Council coordinates the Executive Director Evaluation. He/she distributes the Performance Evaluation Form.
2. Each Council member is requested to complete the Performance Evaluation Form. Once completed, the form is returned to the Chairperson.
3. Staff members will be sent Narrative Questions only. These must be returned to the Chairperson.
4. The Executive Director will complete the Performance Evaluation Form for herself/himself and discuss her/his self evaluation with the Chairperson.
5. Each Performance Evaluation Form is logged onto a worksheet and summarized.
6. A final summary report is produced.
7. The Executive Director Evaluation will on a Council Meeting agenda as a closed session item.
8. In open session, the Executive Director and Council then discuss any salary issues.
9. This information is then processed through the Council's Personnel Unit.

II. INSTRUCTIONS

Please use the rating levels: “**N/I**” (Needs Improvement) “**A**” (Meets Standards/Acceptable), or “**O**” (Exceeds Standards/Outstanding). If you do not know about a particular area, mark **Do Not Know**.

Rating Factor	Needs Improvement (N/I)	Meets Standards Acceptable (A)	Exceeds Standards Outstanding (O)
Work quantity	Executive Director does not produce enough work.	Executive Director produces the proper amount of work.	Executive Director produces a lot of work.
Work Quality	Executive Director does not have work skills.	Executive Director has the work skills and works accurately.	Executive Director's work is always accurate and orderly and works with superior skill.

III. EXECUTIVE DIRECTOR EVALUATION

ASSISTANCE TO COUNCIL MEMBERS	Don't Know	Needs Improvement	Acceptable	Outstanding
Assists the Council in scheduling, planning and preparing for Council and committee meetings.				
Assists the Council in the development of agency policy, organizational goals, objectives and budgets.				
Assists the Council in the development of policy decisions regarding issues that affect the rights and interests of persons with disabilities.				
Assists the Council in making sure that the Council follows all federal and state laws and regulations, including providing and interpreting information.				
Assists the Council in the development of the goals and objectives of the Council's 5 year state and strategic plan.				
Provides regular reports to the Council on the state and strategic plan and emerging issues and provides recommendations.				

PERSONNEL	Don't Know	Needs Improvement	Acceptable	Outstanding
Assures that staff are supervised and coordinated effectively in order to carry out all of the Council's goals and objectives.				
BUDGET				
Develops, implements and manages the Council approved budget.				
Ensures that budget is legal and uses acceptable accounting and fiscal management practices.				
Assures that the Council receives budget information.				
Makes contracts on behalf of the Council consistent with approved goals, objectives, plans and budget actions.				

PUBLIC AND AGENCY LIAISON	Don't Know	Needs Improvement	Acceptable	Outstanding
Maintains effective relationships between the Council, the federal Administration on Developmental Disabilities and State funding agencies.				
Maintains effective relationships and works with other advocacy organizations with similar goals and objectives.				
Maintains effective relationship and liaison with the National Association of Councils on Developmental Disabilities (NACDD).				
ADAPTABILITY RATING				
Able to assume a variety of roles and responsibilities related to the position and perform with required knowledge/skills.				
Able to respond well to changing job requirements and work conditions, including unanticipated/exceptional administrative and/or programmatic events.				

EXPRESSION	Don't Know	Needs Improvement	Acceptable	Outstanding
Able to clearly/concisely convey information (e.g., interpreting regulations, presenting reports, articulating needs/priorities, giving instructions) orally and in writing.				
Able to organize coherent presentations and effectively highlight/summarize key points and issues.				
INTERPERSONAL RELATIONS				
Demonstrates sensitivity and good judgment.				
Is helpful and friendly.				
Resolves conflicts in an objective manner.				

IV. NARRATIVE QUESTIONS

1. What impressed you the most about the Executive Director's performance this year?
2. In what areas has the Executive Director shown exceptional improvement?

3. What specific recommendations do you have for the Executive Director?
4. What should be the priorities for the Executive Director over the next year?
5. Do you have any additional comments regarding the Executive Director's performance?

Council Member Signature

Date

Return your completed evaluation form to:

Leroy Shipp, Chairperson
240 Skyline Blvd.
Oroville, CA 95966
Pickenpower1@sbcglobal.net

EXECUTIVE DIRECTOR EVALUATION 2012 TIMELINE

July 31, 2012	Evaluation sent out to all Council members with a return date of August 30, 2012 to the evaluation coordinator.
September 5, 2012	Council chairperson presents the evaluation materials, statistical data and all information to the Executive Committee during a closed session.
September 15, 2012	Executive Committee presents the evaluation and their recommendation to the full Council during a closed session. Announces any Council action and conducts any salary discussion in open session.

Amended per Executive Committee on 8/14/12